



National Finance Center CAPPS Notification

IMPORTANT REMINDER - 2023 Annual Pay Raise Project 50038

January 6, 2023

Reference Number: NFC-1672258451

Dear Customer:

This notice is to remind all customers of the following information:

- The National Finance Center (NFC) will execute the **production PINE** Pass 01 job for Pay Period 01, 2023, the evening of Sunday, January 8, 2023.
- Agency verification is currently scheduled for Monday, January 9, 2023, through noon (12:00 p.m.) central standard time (CST) on Wednesday, January 11, 2023.
- NFC will release an official notification regarding Agency verification timeframes for the Payroll Personnel System (PPS) on Monday, January 9, 2023.
- NFC will release an official notification regarding Agency verification timeframes for EmpowHR on Tuesday, January 10, 2023.
- The 2023 Annual Pay Raise Activities TIMELINE should be reviewed to ensure that all Agencies are aware that (1) no production PINE passes will be executed on Monday, January 9, 2023, and Tuesday, January 10, 2023; and (2) Agency verification for PPS and EmpowHR will continue through noon (12:00 p.m.) CST on Wednesday, January 11, 2023.
 - Please note that a separate notification will be sent to EmpowHR customers upon completion of EmpowHR imports. Barring any unforeseen processing issues, we expect to have the EmpowHR application up and running for Agency verification on Tuesday, January 10, 2023.
- NFC will execute the production PINE Pass 02 job the evening of Wednesday, January 11, 2023.
- Please be reminded that the results for any actions entered between Monday, January 9, 2023, and Wednesday, January 11, 2023, cannot be viewed until Thursday, January 12, 2023.

The contents of this notification and other Annual Pay Raise resources can be viewed online at the [Annual Pay Raise Web site](#).

If you have any questions/comments regarding this notification, please send an email to the Annual Pay Raise Mailbox at Annual.PayRaise@usda.gov.

Thank You,
2023 Annual Pay Raise Team